

ACCIDENT/INCIDENT REPORT

Name of Child _____ Age of Child _____

Date of accident _____ Time of accident _____ Observed by _____

What happened (cause of injury, body part injured, type of injury, location in facility of injury, toy or equipment involved in injury, reaction of child)?

What action was taken?

Additional comments:

Was a parent, guardian or emergency contact notified of the accident/incident? If yes, who and at what time?

(signature of caregiver)

(signature of director)

(signature of parent/guardian/authorized adult)